



HOW TO CONDUCT A BOSS MEETING

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How to Conduct a BOSS Meeting

Question

- What do **your** meetings look like?

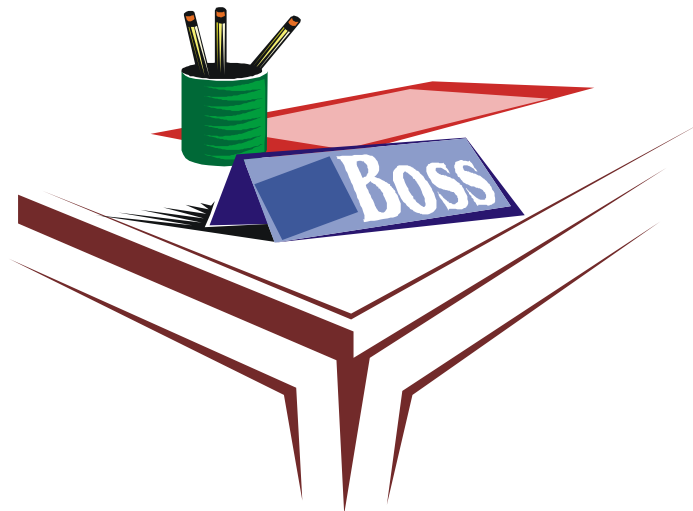




How to Conduct a BOSS Meeting

- **Overview**

- Before
- During
- After
- Ideas
- Let's go a little further





How to Conduct a BOSS Meeting

- Before the meeting
 - Notification
 - Division/Installation Training Calendar
 - Email
 - Phone
 - Newspaper and Command Channels
 - Determine your meeting objectives
 - Event planning
 - Elections





How to Conduct a BOSS Meeting

- Before the meeting (*continued*)
 - Training
 - Speakers
 - Training aides
 - Location
 - Agenda
 - Sequence of Events





How to Conduct a BOSS Meeting

- During the meeting
 - Start on time
 - Greeting
 - Roll Call
 - New members
 - Guest speakers / Awards etc.
 - Reading and approval of minutes
 - Special Committees Report





How to Conduct a BOSS Meeting

- During the meeting
(continued)
 - Old Business
 - New Business
 - Questions and Answers
 - Announcements
 - Adjournment





How to Conduct a BOSS Meeting

- After the meeting
 - Ensure representatives are informed of their duty to brief their Chain of Command
 - Special Committees Meet
 - Get working on issues brought to the floor
 - Prepare minutes for approval
 - Clean up





How to Conduct a BOSS Meeting

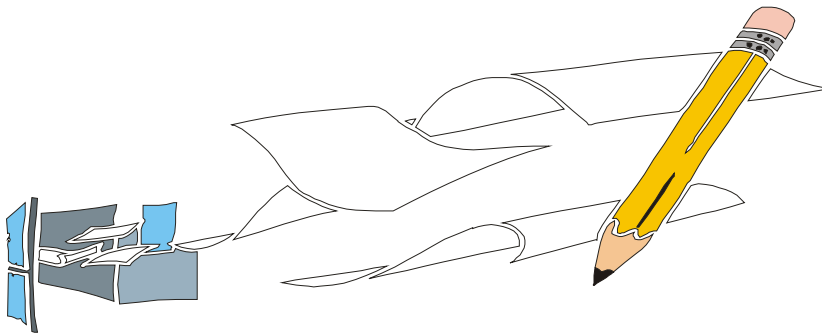
- Ideas
 - Change location
 - MWR locations
 - Points of interest
 - Theme Meetings
 - Guest speakers
 - MWR/BASOPs (DPW, DOIM, etc...)
 - Special activities
 - Games, Food (ice cream sundae, BBQ, Pizza)





How to Conduct a BOSS Meeting

- Unit representatives
 - Brigade/Battalion representatives
 - Meet with sub level representatives and CSM to discuss issue pertaining
- Company representatives
 - Meet with soldiers twice a month to gather input to present to or up the chain





How to Conduct a BOSS



Questions
Comments

